



City of Santa Barbara
Airport Department

Memorandum

DATE: May 16, 2012
TO: Airport Commission
FROM: Karen Ramsdell, Airport Director
SUBJECT: Parking Management and Operation Request for Proposals

RECOMMENDATION: That Airport Commission receive a status report on the solicitation process for the management and operation of the public parking lots and shuttle service at the Airport.

DISCUSSION:

On March 14, 2012, the Airport issued a request for proposals (RFP) for a responsible contractor to operate and provide management services for the public parking facilities and shuttle bus service between the Airport Terminal and Long Term Parking Lot 2. The successful proposer would enter into a three-year agreement with two one-year options with an effective date of July 1, 2012 or upon completion of the Airline Terminal Improvement Project.

In addition to the required services, proposers were also requested to include experience and cost to provide Optional Services for valet parking and skycap services.

A mandatory pre-proposal meeting was held on March 27, 2012 with seven companies attending. On April 24, 2012, seven proposals were received which met all of the submittal requirements.

Staff has been reviewing the proposals and evaluating each on the listed criteria and factors set forth in the RFP. The evaluation criteria include:

- Proposer's overall experience in the services to be provided;
- Proposer's financial condition;
- Proposer's local manager and experience;
- Proposed management fee;
- Proposer's commitment to excellence of service and operation; and
- Compliance with all requirements of RFP.

Based on the preliminary evaluation, it appears that two or three companies will be invited for interviews.

Completion of the Airline Terminal Improvement Project may extend beyond June 30. The parking operation office will be located in the Historical Terminal so the effective date of the new agreement will commence when the project is completed.

A detailed report and recommendation for the selection of a parking operator will be on the June Airport Commission agenda.